

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



1938 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

PROCEDURE FOR LISTING DATA AND ESTABLISHING
GOALS IN COUNTIES

The Listing Sheet for the 1938 Agricultural Conservation Program in the North Central Region consists of Part I, NCR-209; Part II, NCR-209a; and Part III, NCR-209b. Part I is the general listing sheet and provides for the listing of data for corn in counties having corn goals and for the summarization of data for other individual soil-depleting crops when there are more than one of such crops. Part II is for the listing of data for potatoes, tobacco, and cotton in counties having goals for these crops. In counties having no corn or cotton goals and a goal for only one of the two crops--potatoes and tobacco--columns (23) to (41) of Part I will be used for the listing of the data for such special crop. Part III is for the listing of data for wheat and data for restoration land in counties having restoration land goals.

General Instructions

All entries must be made in jet black ink in order that the 1938 Listing Sheets may be duplicated in the State office by mechanical process. Other colors of ink, including blue-black, and pencil are not satisfactory for duplicating purposes and must not be used.

The data to be used in establishing 1938 goals will be taken from forms NCR-11, NCR-106, NCR-114, and NCR-203. Columns (1) to (7), inclusive, (9), (12) to (16), inclusive, (23), (25), (28), (35), and (55) of Part I should be executed in the county office by the clerical assistants as soon as forms NCR-203 have been completed and arrange for listing in accordance with instructions in NCR-202, Supplement 4 and Supplement 5. For counties having restoration land goals, it will be necessary to complete the listing for columns (36) to (46), inclusive, Part III, before listing any data in Part I.

Before beginning to list data on the 1938 Listing Sheet, it is important that all forms NCR-203 be numbered in accordance with Part VI, NCR-202, and arranged in the numerical order of such numbering (except as otherwise provided where the procedure outlined in NCR-202, Supplement 6, is applicable). All forms NCR-203 executed after the initial listing is done will be numbered beginning with the next higher number after the last form listed.

Except as otherwise provided in this procedure, the entries in all columns will be rounded to one decimal place. In all cases involving decimals, the results of such computations shall be carried one decimal place beyond the number of decimal places required in the result and rounded back one place to the required number of decimal places. In rounding, digits of 5 or less shall be dropped and digits of 6 or more shall be counted as one and added to the figure in the next decimal place to the left.

All column references refer to columns in that part of the Listing Sheet to which the instructions apply, except where otherwise indicated.

SECTION 1.-- 1938 LISTING SHEET. PART I

A. Instructions for making entries in columns (1) to (12), inclusive:

Column 1.--Enter the 1938 farm number, which is obtained from the upper right-hand corner of page one of form NCR-203.

Column 2.--Enter the name of the 1938 title owner, which is obtained from Section I, NCR-203.

Column 3.--Enter the total number of acres in the farm, which is obtained from Section I, NCR-203.

Column 4.--Enter the number of acres of cropland in 1938, which is obtained from the total of column (3), Section II, NCR-203. For farms having restoration goals, the entries for column (4) will be determined as set forth in NCR-210 Section 3, subsection C.

Column 5.--Enter the 1936 work sheet number(s), for farms participating in the 1936 Agricultural Conservation Program, which is obtained from the upper right-hand corner of form NCR-11, for the respective farm(s). If the 1938 farm is identical with a single 1936 farm, only one work sheet number will be entered in this column. If the 1938 farm, as covered by a single form NCR-203, represents a combination of two or more entire 1936 farms, the several 1936 work sheet

numbers will be entered in this column. If the 1938 farm contains part(s) of one or more 1936 farms, even though it may also contain one or more other entire 1936 farms, the entry in this column will be a dash. If all or any part of a farm that did not participate in the 1936 Program is included in a 1938 farm, the entry in this column will be a dash.

Column 6.--Enter the 1937 work sheet number(s) for all identical farms, whether or not such farm participated in the 1937 Agricultural Conservation Program, which is obtained from form NCR-203, Section II, column (1). If the 1938 farm is identical with a single 1937 farm, only one work sheet number will be entered in this column. If the 1938 farm, as covered by a single form NCR-203, represents a combination of two or more entire 1937 farms, the several 1937 work sheet numbers will be entered in this column. If the 1938 farm contains part(s) of one or more 1937 farms, even though it may also contain one or more other entire 1937 farms, the entry in this column will be a dash.

Column 7.--Enter the total soil-depleting acreage on the farm in 1936, which is obtained from form NCR-11, Table I, column (c), item (17). When two or more 1936 work sheet numbers appear in column (5), enter the sum of the acreages in Table I, column (c), item (17) of the corresponding forms NCR-11. If a dash is entered in column (5) in accordance with the instructions therefor, a dash will be entered in column (7).

Column 8.--Enter an acreage which corresponds to the respective entry in column (7), except to allow for an adjustment in the acreage devoted to soil-depleting uses on the farm in 1936, which the county committee determines was made due to participation in the 1936 Agricultural Conservation Program. If no such adjustment was made on a farm due to participation in the 1936 Program, the entry in column (8) will be the same as that in column (7). No entry in column (8) will be less than that in column (7). No upward adjustment may be made to exceed .176 times the entry in column (7), except as otherwise provided for farms having cotton goals.

Column 9.--Enter the total soil-depleting acreage on the farm in 1937, which is obtained from form NCR-114, Section III, column (g), item (16) for 1937 participating farms which are identical with the same 1938 farms. Where two or more work sheet numbers appear in column (6), enter the sum of the acreage in Section III, column (g), item (16), of the corresponding forms NCR-114. For all other farms, it will be necessary to determine the 1937 soil-depleting acreage on the farm. This may be done by entering on the map in Section IV, NCR-203, the crops or uses to which the various fields were devoted in 1937 and adding the number of acres as indicated in form NCR-203, Section II, column (3), for the fields classified as soil-depleting in 1937. In order to secure the information for such entries,

it may be necessary to visit the farms which did not participate in the 1937 Program.

Column 10.--Enter an acreage which corresponds to the respective entry in column (9), except to allow for an adjustment in the acreage devoted to soil-depleting uses on the farm in 1937, which the county committee determines was made due to participation in the 1937 Agricultural Conservation Program. If no such adjustment was made on a farm due to participation in the 1937 Program, the entry in column (10) will be the same as that in column (9). No entry in column (10) will be less than that in column (9). No upward adjustment may be made to exceed .176 times the entry in column (9), except as otherwise provided for farms having cotton goals.

Column 11.--Enter the average of the entries in columns (8) and (10) where both such entries occur. For farms for which there are no entries in column (8), the entry in column (11) will be the same as that in column (10).

In counties having restoration land goals, the entries in column (11) will be adjusted as follows:

- a. For farms for which a restoration land goal has been established, make the entry in column (11) as instructed above, and multiply such entry by the entry for such farm in column (46), Part III.
- b. Strike through the original entry in column (11) and enter the result obtained under "a" directly above the stricken entry.

Column 12.--Enter the number of acres in the indicated 1938 total soil-depleting goal, which is obtained from the total of column (9), Section II, NCR-203. For farms having restoration land goals, the entries for column (12) will be determined as set forth in NCR-210, Section 3, subsection B.

- B. Instructions for adjusting indicated 1938 total soil-depleting goals derived from form NCR-203, and for making entries in columns (13) to (16), inclusive:

These columns (13) to (16), inclusive, will be used for the purpose of adjusting the indicated 1938 total soil-depleting goals derived from NCR-203 and entered in column (12) of Part I. This procedure is necessary, in order to (a) establish equitable relationships between farms for which forms NCR-203 were executed by different reporters and, (b) adjust the total of the NCR-203 indications for a county to the 1938 county total soil-depleting goal.

There are three methods by which the indicated NCR-203 individual 1938 total soil-depleting goals may be adjusted. The method used will depend upon the type of adjustment needed to establish equitable relationships between farms in the county. These methods are as follows:

1. Adjustment of Work of All Field Reporters within a Minor Civil Division by a Minor Civil Division Adjustment Factor and Subsequent Adjustment to the 1938 County Total Soil-Depleting Goal.
2. Adjustment of Work of All Field Reporters Directly to the 1938 County Total Soil-Depleting Goal.
3. Adjustment of Work of Individual Field Reporters to a County Standard and Subsequent Adjustment to the 1938 County Total Soil-Depleting Goal.

1. Adjustment of Work of All Field Reporters within a Minor Civil Division by a Minor Civil Division Adjustment Factor and Subsequent Adjustment to the 1938 County Total Soil-Depleting Goal.---This method will be used if it is determined that the work of all field reporters in executing forms NCR-203 in the minor civil division is uniform to the extent that equitable relationships have been established for all farms within the minor civil division, but not for farms in different minor civil divisions. In this case, columns (13) to (16), inclusive, will be used in adjusting the indicated individual 1938 total soil-depleting goals.

- a. Adjustment by a minor civil division factor.

Column 13.---Enter the result obtained by multiplying each entry in column (4) by a minor civil division adjustment factor which is derived as follows:

- (1) Obtain a ratio by dividing the 1938 minor civil division total soil-depleting acreage by the minor civil division total of column (4). This ratio will be rounded to three decimal places.
- (2) Obtain a ratio by dividing the minor civil division total of column (12) by the minor civil division total of column (4). This ratio will be rounded to three decimal places.

The difference between these two ratios, rounded to two decimal places, is the adjustment factor to be used for the

minor civil division in calculating the entries for column (13) and will be entered in the space provided therefor in the box at the head of column (13).

Column 14.--Enter the preliminary adjusted indicated 1938 total soil-depleting goal. If the minor civil division total of column (12) is smaller than the 1938 minor civil division total soil-depleting acreage, the entry for column (14) is obtained by adding the entry in column (13) to the respective entry in column (12). If the minor civil division total of column (12) is larger than the 1938 minor civil division total soil-depleting acreage, the entry for column (14) is obtained by subtracting the entry in column (13) from the respective entry in column (12).

b. Subsequent adjustment to the 1938 county total soil-depleting goal.

Column 15.--Enter the result obtained by multiplying the respective entry in column (4) by a county adjustment factor, which is derived as follows:

1. Obtain a ratio by dividing the 1938 county total soil-depleting goal by the county total of column (4). This ratio will be rounded to three decimal places.
2. Obtain a ratio by dividing the county total of column (14) by the county total of column (4). This ratio will be rounded to three decimal places.

The difference between these two ratios, rounded to two decimal places, is the adjustment factor to be used in calculating the entries for column (15) and will be entered in the space provided therefor in the box at the head of column (15).

Column 16.--Enter the final adjusted indicated 1938 total soil-depleting goal. If the county total of column (14) is smaller than the 1938 county total soil-depleting goal, the entry for column (16) is obtained by adding the entry in column (15) to the respective entry in column (14). If the county total of column (14) is larger than the 1938 county total soil-depleting goal, the entry for column (16) is obtained by subtracting the entry in column (15) from the respective entry in column (14).

2. Adjustment of Work of All Field Reporters Directly to the 1938 County Total Soil-Depleting Goal:--This method may be used if it is determined that the work of all field reporters, in executing forms NCR-203, is comparable to the

extent that equitable relationships have been established for all farms in the county. A single adjustment of the NCR-203 indicated 1938 total soil-depleting goals to the 1938 county total soil-depleting goal is sufficient. In this case, no entries will be made in columns (13) and (14), and only columns (15) and (16) will be used in adjusting the indicated 1938 total soil-depleting goals to the 1938 county total soil-depleting goal.

Column 15.--Enter the result obtained by multiplying each entry in column (4) by a county adjustment factor which is derived as follows:

- a. Obtain a ratio by dividing the 1938 county total soil-depleting goal by the county total of column (4). This ratio will be rounded to three decimal places.
- b. Obtain a ratio by dividing the county total of column (12) by the county total of column (4). This ratio will be rounded to three decimal places.

The difference between these two ratios, rounded to two decimal places, is the adjustment factor to be used in calculating the entries for column (15) and will be entered in the space provided therefor in the box at the head of column (15).

Column 16.--Enter the final adjusted indicated 1938 total soil-depleting goal. If the county total of column (12) is smaller than the 1938 county total soil-depleting goal, the entry for column (16) is obtained by adding the entry in column (15) to the respective entry in column (12). If the county total of column (12) is larger than the 1938 county total soil-depleting goal, the entry for column (16) is obtained by subtracting the entry in column (15) from the respective entry in column (12).

3. Adjustment of Work of Individual Field Reporters to a County Standard, and Subsequent Adjustment to the 1938 County Total Soil-Depleting Goal.--This method will be used if it is determined that the work of field reporters in executing forms NCR-203 is comparable only to the extent that equitable relationships have been established for farms on which forms NCR-203 were executed by the same reporter. In such cases, the work of field reporters, in executing forms NCR-203, may not be comparable either as between reporters in different minor civil divisions or as between reporters in the same minor civil division. If this method is to be followed, list forms NCR-203 separately by reporters within the minor civil division and proceed as follows:

a. Adjustment of work of individual field reporters to a county standard.

Column 13.--Enter in the head of column (13) the respective field reporter's adjustment factor derived in accordance with the procedure outlined in NCR-202, Supplement 6, and rounded to two decimal places. Derive the entry for column (13) for farms for which forms NCR-203 were executed by such reporter by multiplying this factor by each entry in column (4).

Column 14.--If the indicated total soil-depleting ratio derived from the reporter's work in accordance with the procedure outlined in NCR-202, Supplement 6, is smaller than the ratio derived from the "Standardization Committee's" work, the entry for column (14) is obtained by adding the entry in column (13) to the respective entry in column (12). If the indicated total soil-depleting ratio derived from the reporter's work is larger than the ratio derived by the "Standardization Committee's" work, the entry for column (14) is obtained by subtracting the entry in column (13) from the respective entry in column (12).

b. Subsequent adjustment to the 1938 county total soil-depleting goal.

Column 15.--Enter the result obtained by multiplying each entry in column (4) by an adjustment factor which is derived as follows:

- (1) Obtain a ratio by dividing the 1938 county total soil-depleting goal by the county total of column (4). This ratio will be rounded to three decimal places.
- (2) Obtain a ratio by dividing the county total of column (14) by the county total of column (4). This ratio will be rounded to three decimal places.

The difference between these two ratios, rounded to two decimal places, is the adjustment factor to be used in calculating the entries for column (15) and will be entered in the space provided therefor in the box at the head of column (15).

Column 16.--Enter the final adjusted indicated 1938 total soil-depleting goal. If the county total of column (14) is smaller than the 1938 county total soil-depleting goal, the entry for column (16) is obtained by adding the entry in column (15) to the respective entry in column (15). If the county total of column (14) is larger than the 1938 county

total soil-depleting goal, the entry for column (16) is obtained by subtracting the entry in column (15) from the respective entry in column (14).

C. Instructions for determining total soil-depleting goals:

Column 17.--Enter the respective entry in column (11) when such entry is equal to or less than the entry in column (16). Enter the average of the respective entries in columns (11) and (16) when the entry in column (11) is greater than the entry in column (16).

When it is determined by the county committee that, because of changes in operation due to a change in owner or operator, the indication of usual acreage entered in column (11) is not typical of the present management of the farm, or where unusual circumstances, such as floods, prevented in 1936 or in 1937 the planting of the usual acreages to soil-depleting crops, the county committee may enter in column (17) the indicated total soil-depleting goal for this farm taken from column (16).

Column 18.--Enter the county committee recommended total soil-depleting goal. This entry, based upon those factors taken into consideration in deriving the indicated 1938 total soil-depleting goal for the farm in column (17) will, in most instances, agree with such indication. The entry in column (18) may, in unusual instances, deviate from the entry in column (17), by an amount not to exceed five percent of the indicated 1938 total soil-depleting goal in column (17), when it is determined by the county committee, upon review of all factors which have been taken into consideration in deriving such indication, that such change is merited.

Reasons for departing in column (18) from the entry in column (17) must be recorded on or attached to form NCR-203 for such farm.

Column 19.--Enter the county committee recommended total soil-depleting goal scaled to the 1938 county total soil-depleting goal. Obtain the factor to be used in making this adjustment by dividing the 1938 county total soil-depleting goal by the county total of column (18). Enter this factor, rounded to three decimal places, in the space provided therefor in the box at the head of column (19) and multiply such factor by the entry in column (18) to obtain the respective entry for column (19).

Columns 20 to 22, inclusive.--These columns will not be used at this time.

D. Instructions for determining corn goals:

Column 23.--Enter the corn acreage planted on the farm in 1936, for identical or combined farms, which is obtained from form NCR-11, Table I, column (c), item (1). Where two or more work sheet numbers appear in column (5), enter the sum of the acreages in Table I, column (c), item (1) of the corresponding forms NCR-11. If a dash is entered in column (5), a dash will be entered in column (23).

Column 24.--Enter an acreage which corresponds to the respective entry in column (23), except to allow for an adjustment in the acreage planted to corn on the farm in 1936 which the county committee determines was made in such acreage due to participation in the 1936 Agricultural Conservation Program. If no such adjustment was made on a farm due to participation in the 1936 Program, the entry in column (24) will be the same as that in column (23). No entry in column (24) will be less than the entry in column (23). No upward adjustment may be made to exceed .176 times the entry in column (23).

Column 25.--Enter the corn acreage planted on the farm in 1937, which is obtained from form NCR-114, Section III, column (g), item (1) for participating farms which are in 1938 identical with the same 1937 farms. Where two or more work sheet numbers appear in column (6), enter the sum of the acreages in Section III, column (g), item (1) of the corresponding forms NCR-114. For all other farms, it will be necessary to determine the 1937 corn acreage on the farm. If the crops and uses to which the various fields were devoted in 1937 have been entered on the map in Section IV, NCR-203, the acreage planted to corn in 1937 may be determined by adding the number of acres as indicated in column (3), Section II, NCR-203, for the fields planted to corn. If this has not been done, it will be necessary to visit the farms which did not participate in the 1937 Program and secure information showing the 1937 acreage planted to corn.

Column 26.--Enter an acreage which corresponds to the respective entry in column (25), except to allow for an adjustment in the acreage planted to corn on the farm in 1936 which the county committee determines was made in such acreage due to participation in the 1937 Agricultural Conservation Program. If no such adjustment was made on a farm due to participation in the 1937 Program, the entry in column (26) will be the same as that in column (25). No entry in column (26) will be less than the entry in column (25). No upward adjustment may be made to exceed .176 times the entry in column (25).

Column 27.--Enter the average of the entries in columns (24) and (26) where both such entries occur. For

farms for which there are no entries in column (24), the entry in column (27) will be the same as in column (26). In counties having restoration goals, the entries in column (27) will be adjusted as follows:

- a. For farms for which a restoration goal has been established, make the entry in column (27) as instructed above, and multiply such entry by the respective entry in column (46), Part III.
- b. Strike through the original entry in column (27) and enter the result obtained under "a" directly above the stricken entry.

Column 28.--Enter the number of acres in the indicated corn goal. Obtain a factor by dividing the 1938 county corn goal by the 1938 county total soil-depleting goal. Enter this factor, rounded to three decimal places, in the space provided therefor in the box at the head of column (28) and multiply such factor by the entry in column (16) to obtain the respective entry for column (28).

Column 29.--Enter the respective entry in column (27), when such entry is less than the entry in column (28). Enter the average of the respective entries in columns (27) and (28), when the entry in column (28) is less than the entry in column (27).

When it is determined by the county committee that because of changes in operation due to a change in owner or operator, the indication of the usual acreage entered in column (27) is not typical of the present management of the farm, or where unusual circumstances such as floods prevented in 1936 or in 1937, planting of the usual acreages to corn, the county committee may enter in column (29) the indicated corn goal for this farm taken from column (28).

Column 30.--Enter the county committee recommended corn goal. This entry, based upon those factors taken into consideration in deriving the indicated corn goal for the farm, will, in most instances, agree with the entry in column (29). The entry in column (30) may, in unusual instances, deviate from the entry in column (29) by an amount not to exceed five percent of the indicated corn goal in column (29) when it is determined by the county committee, upon review of all factors which have been taken into consideration in deriving such indication, that such change is merited. Reasons for departing in column (30) from the entry in column (29) must be recorded on or attached to form NCR-203 for such farm.

Column 31.--Enter the county committee recommended corn goal scaled to the 1938 county corn goal. Obtain the factor to be used in making this adjustment by dividing the 1938 county corn goal by the county total of column (30). Enter this factor, rounded to three decimal places in the space provided therefor in the box

at the head of column (31) and multiply such factor by the entry in column (30) to obtain the respective entry for column (31).

Columns 32 to 34, inclusive.--These columns will not be used at this time.

E. Instructions for determining corn yields:

Column 35.--Enter the indicated corn yield for the farm which is obtained by multiplying the 1937 farm productivity index in column (55) by the approved county average corn yield. If a dash has been entered in column (6) for the respective farm, it will be necessary to wait until the county committee has determined the entry to be made in column (55) for such farm.

Column 36.--Enter the normal corn yield for the farm. This entry will be that figure which has been determined by the community committee to represent best the normal yield of corn on the farm, taking into consideration the normal yield of corn for the county.

Where reliable records of per acre yields of corn are available for a farm for the years 1928 to 1937, or for a part of these years, such information will constitute the basis for this determination. Where, for lack of such information, it is necessary for the committee to determine the normal yield of corn for the farm by appraisal, information for the farm, recorded on form NCR-203 and filed in the county office, will constitute the basis for this determination.

If the weighted average classification on NCR-203 of all fields in the farm is:

- (a) High, the normal corn yield should be appraised at 126 percent or more of the normal corn yield for the county;
- (b) Good, the normal corn yield should be appraised between 110 and 125 percent of the normal corn yield for the county;
- (c) Medium, the normal corn yield should be appraised between 95 and 109 percent of the normal corn yield for the county;
- (d) Fair, the normal corn yield should be appraised between 81 to 94 percent of the normal corn yield for the county;
- (e) Poor, the normal corn yield should be appraised at 81 percent or less of the normal corn yield for the county.

Column 37.--Enter the county committee recommended normal yield of corn for the farm. The county committee will carefully review the work of the community committees and determine if the entry in column (36) is a correct result of the application of the instructions for determining the normal yield of corn for the farm.

If the county committee determines that the entries in column (36) are inequitable due to failure on the part of the community committee to apply correctly the instructions given, the corrected entries will be made in column (37). In all other instances, the entry in column (37) will agree with the respective entry in column (36).

Column 38.--Enter the result, rounded to a whole number, obtained by multiplying the entry in column (31) by the respective entry in column (37).

Columns 39 and 40.--These columns will not be used at this time.

Column 41.--Enter in the box at the head of the column the heading "County Committee Adjusted Yield". Enter the result obtained by multiplying each entry in column (37) by a factor which is derived as follows:

- a. Multiply the minor civil division corn yield by the minor civil division total of column (31). The minor civil division corn yields will be adjusted so that the sum of the extensions, resulting from multiplying such minor civil division check yields by the respective minor civil division totals of column (31), does not exceed the product of the county check yield multiplied by the county total of column (31).
- b. Divide the result of the computation in "a", by the minor civil division total of column (38). The result of this division, rounded to three decimal places, is the factor to be used in deriving the entries for column (41) and will be entered in the space provided therefor in the box at the head of column (41).

F. Instructions for listing special crop data:

Column 42.--Enter the county committee recommended total of goals for individual soil-depleting crops other than corn, which is obtained from column (46), Part II.

Column 43.--Enter the county committee recommended total of goals for all individual soil-depleting crops, including corn, which is the sum of columns (31) and (42).

Columns 44 to 50, inclusive.--These columns will not be used at this time.

Column 51.--Enter the county committee derived general soil-depleting goal for 1938, which is obtained by subtracting the total of the county committee recommended goals for individual soil-depleting crops, column (43), from the county committee respective recommended 1938 total soil-depleting goal, column (19).

Columns 52 to 54, inclusive.--These columns will not be used at this time.

Column 55.--Enter the 1937 productivity index for the farm, which is obtained from column (20), NCR-106. In some instances, several 1937 work sheets will be combined in one form NCR-203 covering a single farm in 1938. In such instances, derive and enter a simple average of these indexes unless there is a wide variation between them. In case of unusual differences, the respective indexes will be weighted by the soil-depleting bases in column (14), NCR-106. If the entry in column (6) is a dash, there will be no record of the productivity index available for this farm as constituted in 1938. In such cases, the committee will determine and enter in column (55) the productivity index which would be assigned to this farm in accordance with instructions pertaining to the establishment of productivity indexes for 1937.

Column 56.--Enter the productivity index for the farm. This will be that figure which has been determined by the community committee to represent best the relationship of the productivity of all cropland on the farm to the average productivity of all cropland in the county.

In making this determination, information for the farm recorded on form NCR-203 and filed in the county office should be reviewed carefully by the committee. If the weighted average classification on form NCR-203 of all fields in the farm is:

- (a) High, the productivity index should be appraised at 126/^{percent} or more of the average productivity for the county;
- (b) Good, the productivity index should be appraised at between 110 and 125 percent of the average productivity for the county;

- (c) Medium, the productivity index should be appraised at between 95 and 109 percent of the average productivity for the county;
- (d) Fair, the productivity index should be appraised at 81 to 94 percent of the average productivity for the county;
- (e) Poor, the productivity index should be appraised at 81 percent or less of the average productivity for the county.

Column 57.--Enter the county committee recommended productivity. This entry will be based upon those factors taken into consideration in deriving the indicated productivity index for the farm, and in most instances will agree with the entries in column (56).

Column 58.--Enter the result, rounded to a whole number obtained by multiplying the entry in column (57) by the respective entry in column (51).

Columns 59 and 60.--These columns will not be used at this time.

Column 61.--Enter in the box at the head of the column, the heading "County Committee Adjusted Index". Enter the result obtained by multiplying the entry in column (57) by a factor derived as follows:

- a. Multiply the county total of column (51) by 100.
- b. Divide the result of the computation in "a" by the county total of column (58). The result of this division, rounded to three decimal places, is the factor to be used in deriving the entries to be made in column (61) and should be entered in the space provided therefor in the box at the head of column (61).

Columns 62 to 64, inclusive.--These columns will not be used at this time.

After the clerical assistants have completed the listing of the data for all farms, obtain the sheet totals for columns (3), (4), (11), (12), (14), (16), (18), (19), (27), (28), (30), (31), (38), (42), (43), (51), and (58) of Part I. Enter the column totals on the first total line. The remaining total lines are provided for subsequent totals resulting from corrections. When corrected totals are entered, a line will be drawn through previous totals.

Enter in the spaces provided at the bottom and in the upper right-hand corner of Part I, the names of the minor civil division, the county, the State, the county clerical assistant, and the minor civil division sheet number.

Obtain minor civil division totals by adding the column totals of each listing sheet for a minor civil division. Enter such cumulative totals for the respective columns in the last total line of the last sheet for each minor civil division.

Prepare a county summary sheet by writing across the top of a form NCR-209 the words "COUNTY SUMMARY". Enter in column (2) of such summary sheet the name of each minor civil division. Transfer the respective column totals of each minor civil division to the county summary sheet. Compute county totals and enter such totals in the first total line at the bottom of the county summary sheet.

SECTION 2 - 1938 LISTING SHEET. - PART II

Part II of the Listing Sheet will not be used in counties (1) where there is no special goal other than corn, or (2) where there is no corn or cotton goal and only one special goal.

In counties where there is no corn or cotton goal and only one special goal, columns (23) to (40), inclusive, of Part I, will be used for the tabulation of data for such special goal. In such cases, the word "corn" will be stricken out of the heading and the name of special crop for which data is to be entered will be substituted. Appropriate changes will be made in the headings of such columns as are needed so that they will conform to the headings of columns (3) to (15), inclusive, of Part II. All such counties will be supplied with several copies of Part II, so that the headings in columns (23) to (40), inclusive, of Part I may be correctly changed. If data pertaining to potatoes are to be entered in Part I, the instructions for the use of columns (3) entered in Part I, the instructions for the use of columns (3) to (15), inclusive, of Part II, will be followed. If data pertaining to a kind of tobacco are to be entered in Part I, the instructions for the use of columns (16) to (25), inclusive, of Part II, will be followed;

The procedure for listing data for special crops for which goals are to be so listed in Part II is as follows:

Columns 1 and 2.--The entries in columns (1) and (2) of Part II will be identical with the entries in columns (1) and (2), respectively, of Part I.

A. Instructions for determining potato goals and yields, Columns (3) to (15), inclusive.

Enter in the space provided above columns (3) to (15), the work "Potatoes".

Column 3.--Enter the usual acreage of potatoes. Since no 1937 base for potatoes was established on any farm, it will be necessary for the community committee to determine the usual acreage of potatoes on the individual farms. From Section V, form NCR-203, obtain an average potato acreage for the three years, 1935, 1936, and 1937, which will be the entry for column (3). Encircle with a red pencil all entries of 3.0 acres or more.

Column 4.--Enter the usual acreage adjusted to the 1938 county potato goal. Obtain the factor to be used in scaling the entries in column (3) by dividing the 1938 county potato goal by the county total of the encircled entries in column (3). Enter this factor, rounded to three decimal places, in the space provided therefor in the box at the head of column (4) and multiply such factor by each encircled entry in column (3) to obtain the entries for column (4). No entry shall be made in column (4) for any farm in which the entry in column (3) is less than three acres.

Column 5.--Enter the community committee recommended potato goal for 1938. This entry should be that acreage which, in the opinion of the committee, best represents the farm's equitable share of the 1938 county potato goal, taking into consideration the 1938 total soil-depleting goal for the farm, good soil management, topography, type of soil and adaptation of the soil to the production of potatoes, production facilities, and the acreage of potatoes customarily grown on the farm. In arriving at this figure, the committee should take into consideration the indication in column (4). If the entry in column (4) is three acres or less, the entry in this column must not be less than the entry in column (4).

Column 6.--Enter the county committee recommended potato goal for 1938. This entry may agree with the respective entry in column (5), or may represent such merited change as, in the opinion of the county committee, is equitable, taking into consideration the factors outlined for community committeemen. If the entry in column (5) is three acres or less, the entry in this column must not be less than the entry in column (5). The county total of this column must not exceed the 1938 county potato goal.

After it has been determined that the total of this column (6) does not exceed the 1938 county potato goal, strike through with a light line each entry of less than three acres and enter immediately above such stricken entry, "3.0".

Columns 7 and 8.--These columns will not be used at this time.

Column 9.--Enter that figure which, in the opinion of the community committee, best represents the usual yield of potatoes on the farm.

Column 10.--Enter the community committee recommended yield for 1938. This entry should be that figure which, in the opinion of the committee, best represents the yield of potatoes on this farm in 1938, if weather conditions and other uncontrollable natural factors are representative of the average for the last ten years. Consideration should be given to the indication in column (9) and care should be taken to secure equity between individual farms.

Column 11.--Enter the county committee recommended yield for 1938. This entry may agree with the respective entry in column (10), or may represent such merited change as, in the opinion of the county committee, is equitable, taking into consideration the factors outlined for community committeemen. The county total of this column must not exceed the 1938 county check yield for potatoes.

Column 12.--Enter the result, rounded to a whole number, obtained by multiplying the entry in column (6) by the respective entry in column (11).

Columns 13 and 14.--These columns will not be used at this time.

Column 15.--Enter the result obtained by multiplying the entry in column (11) by a factor derived as follows:

- a. Multiply the county potato check yield by the county total of column (6).
- b. Divide the result of the computation in "a" by the county total of column (12). The result of this division, rounded to three decimal places, is the factor to be used in deriving the entries for column (15) and will be entered in the space provided therefor in the box at the head of the column (15).

B. Instructions for determining tobacco goals and yields, columns (16) to (28), inclusive.

Enter in the space provided above columns (16) to (28) the word "Tobacco" preceded by the word "Burley", "Cigar Filler", "Binder", or "Dark Air-Cured", as the case may be.

Column (16).--Enter the 1937 base or usual acreage of tobacco. For farms having a 1937 tobacco base, this entry may be obtained from column (33), NCR-106. For 1938 farms that have

no 1937 tobacco base, the entry will be that figure which would have been assigned to the farm in accordance with instructions for the establishment of tobacco bases in 1937.

Column 17.--Enter the usual acreage adjusted to the 1938 county tobacco goal. Obtain the factor to be used in scaling the entries in column (16) by dividing the approved 1938 county tobacco goal by the county total of column (16). Enter this factor, rounded to three decimal places, in the space provided therefor in the box at the head of column (17) and multiply such factor by each entry in column (16) to obtain the entries for column (17).

Column (18).--Enter the community committee recommended tobacco goal for 1938. This entry should be that acreage which, in the opinion of the committee, best represents the farm's equitable share of the 1938 county tobacco goal, taking into consideration the 1938 total soil-depleting goal for the farm, good soil management, topography, type of soil and adaptation of the soil to the production of tobacco, production facilities, the crop rotation system and the acreage of tobacco customarily grown on the farm.

The community committee shall not recommend less than three acres for any farm except when, in the opinion of the committee, less than three acres will be devoted to tobacco in 1938 because of lack of production facilities or the 1938 crop rotation system. In which event, the committee's recommendations shall be based entirely upon such production facilities and crop rotation system.

Column 19.--Enter the county committee recommended tobacco goal for 1938. This entry may agree with the respective entry in column (18), or may represent such merited change as, in the opinion of the county committee, is equitable, taking into consideration the factors outlined for community committeemen. The county total of this column must not exceed the 1938 county tobacco goal.

Columns 20 and 21.--These columns will not be used at this time.

Column 22.--Enter the 1937 tobacco yield for the farm which is obtained from form MCR-106 for identical farms. For 1938 farms that have no 1937 tobacco base, the entry will be that yield which would have been assigned the 1938 farm in accordance with instructions for the establishment of tobacco yields in 1937.

Column 23.--Enter the community committee recommended yield for 1938. This entry should be that figure which, in the opinion of the committee, best represents the yield of tobacco on this farm in 1938 if weather conditions and other uncontrollable natural factors are representative of the average for the last ten years. Consideration should be given to the indication in column (22) and care should be taken to secure equity between individual farms.

Column 24.--Enter the county committee recommended yield for 1938. This entry may agree with the respective entry

in column (23) or may represent such merited change as in the opinion of the county committee is equitable, taking into consideration the factors outlined for community committeemen.

Column 25.--Enter the result, rounded to a whole number, obtained by multiplying the entry in column (19) by the respective entry in column (24).

Columns 26 and 27.--These columns will not be used at this time.

Column 28.--Enter the result obtained by multiplying the entry in column (24) by a factor derived as follows:

- a. Multiply the county tobacco yield by the county total of column (19).
- b. Divide the result of the computation in "a" by the county total of column (25). The result of this division, rounded to three decimal places, is the factor to be used in deriving the entry for column (28).

Columns 29 to 45, inclusive.--These columns will be used for listing data for cotton in those counties having cotton goals, when instructions for the establishment of cotton goals are received.

Column 46.--Enter the county committee recommended total of all special goals for which data are entered in Part II. (Sum of the entries in columns (6), (19), and the comparable column for cotton).

If two kinds of tobacco are grown in a county, the columns to the right of column (27) should be used for the second kind. Headings similar to those of columns (16) to (27) should be entered in the appropriate columns and the instructions applicable to columns (16) to (27) shall be followed for such second kind of tobacco.

After the clerical assistants have completed the listing of data for all farms, obtain the sheet totals for columns (6), (12), (19), and (25) and summarize Part II for minor civil divisions and the county in the same manner as instructed for Part I.

SECTION 3 -- 1938 LISTING SHEET. PART III.

The entries in columns (1) and (2) of Part III will be identical with the entries in columns (1) and (2), respectively, of Part I.

A. Instructions for determining data for wheat:

Column 3.--Enter the wheat acreage on the farm in 1936,

which is obtained from form NCR-11, Table I, column (c), item (2). Where two or more work sheet numbers appear in column (5), Part I, enter the sum of the acreages in Table I, column (c), item (2) of the corresponding forms NCR-11. If a dash is entered in column (5), Part I, a dash will be entered in this column (3).

Column 4.--Enter an acreage which corresponds to the respective entry in column (3), except to allow for an adjustment in the acreage devoted to wheat on the farm in 1936 which the county committee determines was made due to participation in the 1936 Agricultural Conservation Program. If no such adjustment was made on a farm due to participation in the 1936 Program, the entry in column (4) will be the same as that in column (3). No entry in column (4) will be less than that in column (3). No upward adjustment may be made to exceed .176 times the entry in column (3).

Column 5.--Enter the wheat acreage on the farm in 1937, which is obtained from form NCR-114, Section III, column (g), item (2) for participating farms which are in 1938 identical with the 1937 farms. Where two or more work sheet numbers appear in column (6), Part I, enter the sum of the acreages in Section III, column (g), item (2) of the corresponding forms NCR-114. For all other farms, it will be necessary to determine the 1937 wheat acreage on the farm. If the crops and uses to which the various fields were devoted in 1937 have been entered on the map in Section IV, NCR-203, the acreage devoted to wheat in 1937 may be determined by adding the number of acres as indicated in form NCR-203, Section II, Column (3), for the fields devoted to wheat. If this has not been done, it will be necessary to visit the farms which did not participate in the 1937 Program and secure information showing the 1937 acreage devoted to wheat.

Column 6.--Enter an acreage which corresponds to the respective entry in column (5), except to allow for an adjustment in the acreage devoted to wheat on the farm in 1937 which the county committee determines was made in such acreage due to participation in the 1937 Agricultural Conservation Program. If no such adjustment was made on a farm due to participation in the 1937 Program, the entry in column (6) will be the same as in column (5). No entry in column (6) will be less than the entry in column (5). No upward adjustment may be made to exceed .176 times the entry in column (5).

Column 7.--Enter the average of the entries in columns (4) and (6) where both such entries occur. For farms for which there are no entries in column (4), the entry in column (7) will be the same as in column (6). In counties having restoration goals, the entries in column (7) will be adjusted as follows:

- a. For farms for which a restoration goal has been established, make the entry in column

(7) as instructed above; and multiply such entry by the respective entry in column (46), Part III.

- b. Strike through the original entry in column (7) and enter the result obtained under "a" directly above the stricken entry.

Column 8.--Enter the number of acres in the indicated wheat acreage allotment. When the county wheat acreage allotment is received, obtain a factor by dividing such county wheat acreage allotment by the 1938 county total soil-depleting goal. Enter this factor, rounded to three decimal places, in the space provided therefor in the box at the head of column (8) and multiply such factor by the entry in column (16), Part I, to obtain the respective entry for column (8).

Column 9.--Enter the respective entry in column (7) when such entry is less than the entry in column (8). Enter the average of the respective entries in columns (7) and (8) when the entry in column (8) is less than the entry in column (7).

When it is determined by the county committee that because of changes in operation, due to a change in owner or operator, the indication of the usual acreage entered in column (7) is not typical of the present management of the farm or where unusual circumstances, such as floods, prevented in 1936 or 1937 the planting of the usual acreages to wheat, the county committee may enter in column (9) the indicated wheat acreage for this farm taken from column (8).

Column 10.--Enter the county committee recommended wheat acreage allotment. This entry, based upon those factors taken into consideration in deriving the indicated 1938 wheat acreage allotment for the farm, will, in most instances, agree with the entry in column (9). The entry in column (10) may, in unusual instances, deviate from the entry in column (9) by an amount not to exceed 5 percent of the indicated 1938 wheat acreage allotment in column (9) when it is determined by the county committee, upon review of all factors which have been taken into consideration in deriving such indication, and taking into consideration available production facilities, that such change is merited. Reasons for departing in column (10) from the entry in column (9) must be recorded on, or attached to, form NCR-203 for such farm.

Column 11.--Enter the county committee recommended wheat acreage allotment scaled to the 1938 county wheat acreage allotment. Obtain the factor to be used in making this adjustment by dividing the 1938 county wheat acreage allotment by the county total of column (10). Enter this factor, rounded to three decimal places, in the space provided therefor in the box at the head of column (11) and

multiply such factor by the entry in column (10) to obtain the respective entry for column (11).

Columns 12 to 14, inclusive.--These columns will not be used at this time.

B. Instructions for determining wheat yields:

Column 15.--Enter the indicated wheat yield for the farm which is obtained by multiplying the 1937 farm productivity index in column (55), Part I, by the approved county average wheat yield. If a dash has been entered in column (6), Part I, for the respective farm, it will be necessary to wait until the county committee has determined the entry to be made in column (55), Part I, for such farm.

Column 16.--Enter the normal wheat yield for the farm. This entry will be that figure which has been determined by the community committee to represent best the normal yield of wheat on the farm, taking into consideration the normal yield of wheat for the county.

Where reliable records of per acre yields of wheat are available for a farm for the years 1928 to 1937, or for a part of these years, such information will constitute the basis for this determination. Where, for lack of such information, it is necessary for the committee to determine the normal yield of wheat for the farm by appraisal, information for the farm recorded on form NCR-203 and filed in the county office will constitute the basis for this determination.

If the weighted average classification on NCR-203 of all fields in the farm is:

- (a) High, the normal wheat yield should be appraised at 126 percent, or more, of the normal wheat yield for the county;
- (b) Good, the normal wheat yield should be appraised between 110 and 125 percent of the normal wheat yield for the county;
- (c) Medium, the normal wheat yield should be appraised between 95 and 109 percent of the normal wheat yield for the county;
- (d) Fair, the normal wheat yield should be appraised between 81 and 94 percent of the normal wheat yield for the county;
- (e) Poor, the normal wheat yield should be appraised at 81 percent or less of the normal wheat yield for the county.

Column 17.--Enter the county committee recommended normal yield of wheat for the farm. The county committee will carefully review the work of the community committees and determine if the entry in column (16) is a correct result of the application of the instructions for determining the normal yield of wheat for the farm.

If the county committee determines that the entries in column (16) are inequitable due to failure on the part of the community committee to apply correctly the instructions given, the corrected entries will be made in column (17). In all other instances the entry in column (17) will agree with the respective entry in column (16).

Columns 18 to 35.--These columns will not be used at this time.

C. Instructions for determining restoration land goals.

Columns (36) to (46), inclusive, will be used for the determination of restoration land goals. In counties having restoration land goals, it will be necessary to execute these columns before executing Part I.

Column 36.--Enter the acreage in fields upon which it is most essential that a permanent vegetative cover be restored. The determination of the entries to be made in this column will be as follows:

The county committee will review forms NCR-203 for the county and determine what combination of descriptive terms used on form NCR-203 describe the fields in the county upon which it is most essential that a permanent vegetative cover be restored. Such fields will be designated on forms NCR-203 by entering on the respective lines in Section II, columns (10) and (11), the designation "Res.(36)". For example: In a given county, it may be determined that all fields falling in the lower two classifications in columns (4), (5), (6), and (7), should be designated as restoration land. In such cases, "Res. (36)" should be entered in columns (10) and (11) after all fields having no descriptive terms applied which are above the two lowest classifications in columns (4), (5), (6), and (7).

A clerk will then enter in column (36), Part III, for the respective farms, the sum of the acres in fields so designated. Column (36) will then be added to determine if the number of acres in the fields designated in this manner is equal to, or in excess of the county restoration land goal.

Column 37.-- If the total of column (36) is less than the county restoration land goal, the county committee will again review forms NCR-203 for the county and determine that combination of descriptive terms which apply to fields, not already designated "Res. (36)", upon which it is less essential to restore to permanent vegetative cover than fields designated as instructed under column (36), but which are more in need

of such restoration than other remaining fields in the county. The designation, "Res. (37)" will be entered in columns (10) and (11) after all such fields.

A clerk will then enter in column (37) for the respective farms, the acres in fields so designated.

Column (37) will then be totaled for the county to determine if the sum of the totals of columns (36) and (37) equal or exceed the county restoration land goal.

Column 38.--If the sum of the totals of columns (36) and (37) is less than the county restoration land goal, the county committee will again review forms NCR-203, entering in columns (10) and (11) for additional fields, the designation "Res. (38)".

A clerk will enter in column (38) the acreages in fields so designated for the respective farms. Column (38) will then be totaled to determine if the sum of the totals of columns (36), (37), and (38) equals or exceeds the county restoration land goal.

Column (39).--This column will be used if the sum of the totals of columns (36), (37), and (38) is less than the county restoration land goal. In such case, the county committee will proceed, as above, to select another group of fields which will be designated "Res. (39)" and listed in column (39). In all cases the sum of the totals of columns (36), (37), (38), and (39) should equal or exceed the restoration land goal for the county.

The procedure described for the committee under columns (36) to (39), inclusive, may be done more efficiently by designating during the first review of forms NCR-203 for the county the entries to be made, if necessary, in columns (37) to (39), inclusive. In such case, a clerk may proceed in one operation to list the entries in columns (36) to (39), for the respective farms. If no restoration field is designated for a given column for a farm, a dash should be entered in such column.

Column (40).--This column will be reserved for use as described below after columns (41) and (42) have been executed.

Column 41.-- The community committee will review the determinations made in accordance with the procedure for the execution of columns (36) to (39), inclusive, and enter in column (41) the sum of the acres in fields which it recommends be designated as restoration land for the respective farms. Column (41) should then be totaled to determine if such total equals or exceeds the county restoration land goal.

Column 42.--The county committee will review column (41) and make its recommendation of the restoration land goal for the respective farms. The total of column (42) must equal or exceed the county restoration land goal. When this determination has been made, the committee will delete the restoration designation in columns (10) and (11), form NCR-203, for fields which were not finally determined to be restoration land. The clerk will then strike through the entries in columns (36) to (39) for the respective fields initially listed in such columns, but for which the restoration designation has been deleted in columns (10) and (11) of form NCR-203.

Column (40).--A clerk will then enter in column (40) the sum of the entries not stricken out in columns (36) to (39), inclusive, for the respective farms. In case a part of a field is designated as restoration land, the entry in columns (36), (37), (38), or (39) for such field will be stricken through and the acreage of that part of the field to be designated as restoration land entered above such stricken entry. The entries in column (40) will then agree with the respective entries in column (42) and the total of column (40) will equal or exceed the county restoration land goal.

Columns (43) to (45), inclusive.--These columns will not be used at this time.

Column (46).--Before executing column (46), it will be necessary to correct all forms NCR-203 on which restoration land has been designated. This should be done in the following manner:

The sum of the acres in fields designated as restoration land will be entered in a convenient blank space in form NCR-203 Section II column (3), or immediately below the total of such column (3). This sum will be subtracted from the original total of column (3) to derive the corrected total of column (3). This corrected cropland total is the entry to be made in column (4), Part I, for farms having restoration land goals.

The entry in column (46), Part III, will be derived by dividing the corrected total of column (3) by the original total of column (3), such entry will be used as a factor in correcting the average acreage history for the farm for total soil-depleting crops, and for other special crops such as wheat and corn, in accordance with the procedure for the determination of goals for these crops or groups of crops.

Forms NCR-203 must be further corrected by computing the entries for form NCR-203 Section II column (9), for fields designated as restoration land. This computation will be made in accordance with procedure outlined in NCR-202, Supplement 4. The sum of the entries in column (9) for such fields will then be entered in a convenient blank space in column (9) or immediately below the total of column (9). Such entry will then be subtracted from the original total of column (9) to derive the corrected total of column (9). This corrected total is the entry to be made in column (12), Part I.

After the clerical assistants have completed the listing of data for all farms, obtain the sheet totals for columns (7), (8), (10), (11), (36), (37), (38), (39), (40), (41), and (42) and summarize Part III for minor civil divisions and the county in the same manner as instructed for Part I.

RESERVE

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

PROCEDURE FOR HANDLING APPEALS FILED IN CONNECTION WITH THE 1938 AGRICULTURAL CONSERVATION PROGRAM

PART I. NATURE OF APPEALS

Any person who has an interest in a farm as owner, operator, or sharecropper may appeal from any recommendation or determination of the county committee made with respect to such farm affecting his eligibility to file an application for payment, any soil-depleting acreage allotment, soil-building goal or restoration land goal established for the farm, the division of payments, or any other matter affecting the right to or the amount of the payment to be made with respect to such farm. If the appellant is dissatisfied with the decision of the county committee with respect to his appeal he may appeal to the State committee. If the appellant is dissatisfied with the decision of the State committee he may request the Director of the North Central Division to review the decision of the State committee.

PART II. MANNER OF MAKING APPEALS

In writing.—No appeal shall be considered unless it is made in writing and is signed by the person making the appeal or his authorized agent. All appeals must first be presented to the county committee for consideration.

Time of appeal.—Any appeal must be filed with the county committee within 15 days after notice of the recommendation or determination of the county committee is forwarded to or is available to the appellant. Any appeal from the decision of the county committee must be made to the State committee within 15 days after notice of the decision of the county committee. Any appeal from the decision of the State committee must be made to the Director of the North Central Division within 15 days after notice of the decision of the State committee.

PART III. CONSIDERATION OF APPEALS BY COUNTY COMMITTEE

Notice of hearing.—Each person who has filed an appeal with the county committee shall be notified by the county committee in writing of the date and place for the consideration of his appeal in order

that he may have an opportunity to be present and be heard during the consideration of his appeal. The absence of the appellant during the time his appeal is being considered shall constitute a waiver of his right to be heard in connection with such appeal.

Hearing.—All appeals shall be considered by the county committee in the county office or at some other appropriate place in the county designated by the county committee. Appeals shall be heard, considered, decided, and the appellant notified in writing of the county committee's decision with respect thereto within 15 days after the filing of such appeal. Such notice shall set forth the reasons for the approval or disapproval of the appeal.

In order to avoid delay in forwarding listing sheets to the State committee priority shall be given to the consideration of appeals affecting soil-depleting acreage allotments, soil-building goals, restoration land goals, yields, grazing capacities, and productivity indexes. Appeals with respect to these matters shall be decided on the basis of individual merit and without regard to the county limits. However, where adjustments are made, it will be necessary to scale the adjusted figures, together with the figures which were not adjusted to the county limits. The adjusted figures shall be entered in the nearest available blank column on the listing sheet and the column headed "Appeal."

In considering appeals with respect to soil-depleting acreage allotments, soil-building goals, restoration land goals, yields, grazing capacities, and productivity indexes, the county committee should retrace the steps set forth in NCR-210 with respect to the establishment of such allotments, goals, yields, grazing capacities and productivity indexes in connection with each individual case. No appeal should be allowed unless the review of the case shows that a substantial mechanical error or error in judgment was made in following the procedure set forth in NCR-210.

PART IV. CONSIDERATION OF APPEALS BY STATE COMMITTEE AND THE NORTH CENTRAL DIVISION

In those cases where the appellant is dissatisfied with the decision of the county committee and appeals to the State committee within the prescribed 15 days, the county committee shall forward to the State committee a copy of the appeal, the written evidence submitted in connection therewith, and the reasons for the county committee's disapproval.

The State committee will review the appeal submitted to it and notify the appellant in writing as to its decision within 30 days after the receipt of the appeal. Such notice shall set forth the reason for the approval or disapproval of the appeal. In those cases where it is deemed necessary, the State committee may cause an investigation

to be made with respect to the appeal for the purpose of obtaining additional evidence upon which to predicate its decision. If an appeal is allowed by the State committee with respect to any soil-depleting acreage allotment, soil-building goal, restoration land goal, yield, grazing capacity, or productivity index, the adjusted figure shall be entered on the listing sheet by the State committee in the nearest available blank column and the column headed "Appeal." If, as a result of the allowance by the State committee of an appeal of this nature, the county limit is exceeded, the State committee may scale all figures for the county, including the adjusted figures, to the county limit. In those cases where the appellant is dissatisfied with the decision of the State committee and appeals his case to the Director of the North Central Division within the prescribed 15 days, the State committee shall forward to the Director of the North Central Division a copy of the appeal, the written evidence submitted in connection therewith, and the reasons for the disallowance of the appeal by the county committee and the State committee. The State committee will be advised concerning the appeal after the North Central Division has reviewed the case.

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JUN 14 1938

**INSTRUCTIONS FOR USE AND PREPARATION OF FORM
ACP-68 "REQUEST FOR COMBINATION OF SEPA-
RATELY OWNED TRACTS OF LAND INTO ONE FARM"
IN CONNECTION WITH THE 1938 AGRICULTURAL CON-
SERVATION PROGRAM AND THE AGRICULTURAL
ADJUSTMENT ACT OF 1938**

PART I. USE OF FORM

Form ACP-68 is provided for use in connection with the combina-
tion of separately owned tracts of land into one farm pursuant to the
provisions set forth in the definition of "farm" in section XVI of
NCR-201.

The form will be used where a person operates, in 1938, adjacent
or nearby tracts of farm land which are owned by different persons,
but which are operated as a farming unit (for the rotation of crops
and with work stock, machinery, and labor substantially separate
from that for any other land) and with respect to which the operator
and the owners of such farm land request that the tracts be consid-
ered as one farm under both the 1938 Agricultural Conservation
Program and the Agricultural Adjustment Act of 1938.

Form ACP-68 must be signed by the operator and by the owners
who are entitled to share in the proceeds of the crops on any of the
farm land included under the request before submission to the county
committee for consideration. The county committee may approve
the request only if all the farm land to be included in the same farm
is customarily regarded in the community as constituting one farm.

It is suggested that before Form ACP-68 is executed by any oper-
ator, the county committee first obtain from the operator the names
of the owners and the serial numbers of the tracts of farm land
which are to be included in one farm. The county committee will
then determine whether such farm land is customarily regarded in
the community as constituting one farm.

If the committee determines that the farm land to be included
under a request is customarily regarded in the community as consti-
tuting a farm, the necessary copies of Form ACP-68 shall be pre-
pared and delivered to the operator, in order that he may sign the
forms and secure the signatures of the owners. After the forms have
been executed by the owners and the operator and returned to the
committee, Form ACP-68, if approved by the county committee, shall
be signed by a member of the county committee for and on behalf
of the committee.

If the county committee determines that the tracts of farm land
which the operator wishes to include under a request are not cus-
tomarily regarded in the community as constituting one farm, the

operator should be so advised and Form ACP-68 should not be prepared. In the event, however, the county committee determines that some but not all of the tracts may be properly combined, Form ACP-68 may be prepared but shall include only those tracts which are customarily regarded as constituting one farm.

County committees should be very careful not to approve requests which are made solely to bring into compliance tracts of land which are out of compliance and which are not usually regarded in the community as constituting one farm.

PART II. PREPARATION OF FORM

Prepare Form ACP-68 in triplicate (original and two copies) as follows:

1. Enter the State and county code in the spaces provided in the upper right-hand corner.

2. Enter the name and complete address of the operator in the spaces provided on the first line in section I.

3. Enter in section II the serial numbers and the names of the owners of the tracts of farm land to be included under the request. The serial numbers shall be entered in the spaces provided and must include the serial numbers for all tracts to be included as a farm including any tract owned or rented for cash by the operator. The name of the owner, who is entitled to share in the proceeds of the crops produced on any land included in the farm shall be entered opposite the serial number of the tract which he owns. The name shall be entered on the left half of the line, or immediately below the line, so that sufficient space is available for such owner's signature. Where a serial number is shown for a tract which the operator owns or rents from another person for cash, no signature will be required in section II opposite the serial number for such tract and instead the words "Owned by operator" or "Cash rented by operator", whichever is applicable, shall be inserted on the line provided for the signature of the owner.

Form ACP-68 (original and 2 copies) shall then be delivered to the operator in order that he may obtain the necessary signatures in sections I and II of the form. After sections I and II have been executed, the form shall be returned to the county committee. The county committee shall examine the form to ascertain whether the operator and owners eligible to sign the form have signed the form.

If, after consideration of the requests made by the operator and owners, the committee determines that the tracts included under the Form ACP-68 are customarily regarded in the community as constituting one farm, a member of the county committee shall execute section III of the form. The second copy of the executed ACP-68 shall be delivered to the operator. The original and first copy shall be filed in the county office. No form ACP-68 shall be approved by the county committee if executed after June 1, 1938.